

## Procedure

### 1. Report PCS Contract Data

Welcome to the Arkansas  
Department of Finance and Administration  
Office of State Procurement's  
Lesson on Generating Reports in the web-  
based application known as **Professional  
Consulting Services (PCS)**

### 2.

#### Using this lesson:

- This lesson will take approximately 10 minutes. It will continue to play automatically. However, if you wish to pause a screen or navigate to a next or a previous screen, use the VCR-like controls at the bottom of the screen.
- This lesson includes sound, but all of the information is printed on the lesson's screens, so it is not necessary to have sound. If you have sound but do not wish to hear it, click on the sound icon on the controls to mute.
- Use the Hide Steps buttons on the controls to either Hide or Restore Steps.



### 3.



#### 4. Training On Running Reports for PCS Contracts



Welcome to the online training on running reports of PCS Contracts

#### Arkansas Department of Finance and Administration



#### 5. Click on • [Reports](#) .

## Arkansas Department of Finance and Administration

The screenshot shows the official website of the Arkansas Department of Finance and Administration (DFA). The header includes the DFA logo and navigation links for Agencies, Online Services, and State Directory. The main content area is titled "Office of State Procurement" and "Professional Consulting Services / Reporting". It features a search bar and a form with the following fields:

- Agency:** A dropdown menu with "Choose" as the selected option.
- Contract/Amendment Number:** A text input field.
- Submit Date:** A text input field with a date format hint "mm/dd/yyyy".
- Initial Term Date Start:** A text input field with a date format hint "mm/dd/yyyy".
- Term Date End:** A text input field with a date format hint "mm/dd/yyyy".
- Status:** A dropdown menu with "Choose" as the selected option.
- Method of Procurement:** A dropdown menu with "Choose" as the selected option.
- Submit:** A button to submit the form.

The footer contains links for Home, Offices, Businesses, Citizens, Government, DFA Employees, News & Events, Online Services, Stay Informed, RSS Feeds, and the Department of Finance and Administration's address and contact information.

6. Use the drop down arrow to locate your Agency

**Arkansas Department of Finance and Administration - Windows Internet Explorer provided by DFA Information Systems**

0540 / Department of Career Education - Foothills Technical Institute
0543 / Department of Career Education - Forest Echoes Technical Institute
0549 / Department of Career Education - Great Rivers Comprehensive Lifelong Learning Center
0552 / Department of Career Education - Northwest Technical Institute
0573 / Department of Career Education - Quapaw Technical Institute
0582 / Department of Career Education - Riverside Vocational Technical School
0590 / Department of Career Education
0610 / Department of Finance and Administration
0611 / Department of Finance & Administration - Alcoholic Beverage Control Division
0612 / Department of Finance & Administration - Alcoholic Beverage Enforcement Division
0620 / Department of Finance & Administration - Disbursing Officer
0630 / Department of Finance & Administration - Revenue Services Division
0631 / Department of Finance & Administration - Division of Racing
0634 / Department of Finance & Administration - Revenue - Office of Child Support Enforcement
0645 / Arkansas Department of Health
0665 / Health Services Agency
0675 / Black River Technical College
0677 / Cossatot Technical College
0685 / Ouachita Technical College
0687 / Ozarka College
0689 / U of A Comm College at Morrilton
0691 / Southeast Arkansas College
0693 / Pulaski Technical College
0700 / Department of Higher Education
<b>0710 / Arkansas Department of Human Services</b>
0790 / Arkansas Economic Development Commission
0800 / Department of Labor
0810 / Department of Workforce Services
0865 / Department of Arkansas Heritage - Central Administration
0867 / Department of Arkansas Heritage - Delta Cultural Center

7. Use the scroll down slide on the right side to scroll down and locate your agency, click on your agency listing.

These are in numerical order by agency's four digit number.

## Arkansas Department of Finance and Administration

Arkansas.gov Agencies | Online Services | State Directory A+ | A- | Text | Print

**DFA** Arkansas Department of Finance and Administration

Home Contact Us

Office of State Procurement  
Professional Consulting Services / Reporting

Search

Agency: 0710 / Arkansas Department of Human Services

Contract/Amendment Number:

Submit Date:   
mm/dd/yyyy

Initial Term Date Start:   
mm/dd/yyyy

Term Date End:   
mm/dd/yyyy

Status: Choose

Method of Procurement: Choose

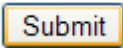

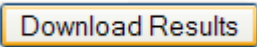

Submit

Home: Offices, Businesses, Citizens, Government, DFA Employees, News & Events

Online Services: License Plate Renewal, Arkansas Turnover Access Point, Arkansas Motor Carrier System, Income Tax Refund Inquiry, Child Support WebPay, Arkansas State Sunlight

Stay Informed: RSS Feeds

Department of Finance and Administration  
1509 West 7th Street  
Little Rock, AR 72201  
Google Map


8. Click Submit button .
  -  Different report criteria maybe selected for more specific date results.
9. If you would like to view all fields in an excel spreadsheet, click Download Results button .
  -  If you would like to view the current Status of your PCS Contract, check the Status Area.

## File Download



10. Click on Open button  to view excel spreadsheet

## Microsoft Excel - contracts[1].csv

11. To close out the excel spreadsheet Click Close button  upper right hand corner of spread sheet.



Review the excel spreadsheet which includes the detailed fields from New Contracts to Amendments.

## Arkansas Department of Finance and Administration

Arkansas.gov Agencies   Online Services   State Directory A+   A-   Text   Print										
<b>DFA</b> Arkansas Department of Finance and Administration										
Home Contact Us										
Office of State Procurement										
Professional Consulting Services > Reporting > Search Results										
<a href="#">Download Results</a>										
Contract #	Amendment #	Agency	Contractor Name	Total Amount	Review Month	Contact Person	Method of Procurement	Date Submitted	Status	
460001212		0710 / Arkansas Department of Human Services	abc	\$35,000.00	12-2009	Thomas Olonsky	Request for Proposal	12/14/2009	OSP Review	
1234567890123456		0710 / Arkansas Department of Human Services	123's and ABC's	\$30,000.00	12-2009	Susan Ferguson	Request for Qualifications	12/16/2009	Executed	
450012121	2	0710 / Arkansas Department of Human Services	Adrian Hydro Inc.	\$600,000.00		John Laramie	Request for Proposal	01/06/2010	Held	
4500012454		0710 / Arkansas Department of Human Services	ABC CONTRACTS	\$1,200,000.00		Ted James	Request for Proposal	01/07/2010	Executed	
<a href="#">4600014971</a>	4	0710 / Arkansas Department of Human Services	Southern Counseling Services, LC	\$50,000.00		Cindy Waller	Request for Qualifications	01/12/2010	Submitted by Agency	
4600011598		0710 / Arkansas Department of Human Services	Locketty and Associates	\$100,000.00	03-2010	Craig Parsons	ABA Criteria	01/12/2010	OSP Review	
460001256		0710 / Arkansas	Iola Inc	\$100,000.00		john	Request for Proposal	01/13/2010	Submitted by	

12. To review a specific contract, locate the contract number and Click on the blue highlighted area [4600014971](#) this will take you to the specific contract to view.



If you need further assistance, email PCS at [OSP.PCS@arkansas.gov](mailto:OSP.PCS@arkansas.gov) or call 1-501-324-9316



Screen view of Contract Information Detail